

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML120101**

OPENING DATE: 10 January 2012

CLOSING DATE: 10 February 2012

LOCATION: WEST VIRGINIA MILITARY AUTHORITY, 1703 CONSKIN DR.
CHARLESTON, WV 25311

JOB TITLE: MA Technical Analyst

FUNCTIONAL TITLE: Construction Projects Manager

PAY GRADE: 9

SALARY RANGE: \$41,544-61,800

NOTE: This is an indefinite term position. Position has an anticipated duration of two years.

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application and resume** to: WV Military Authority, 1703 Coonskin Drive, Charleston, West Virginia 25311-5000.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

NATURE AND SCOPE OF WORK

Under general supervision, performs engineering work as project manager for capital construction projects, maintenance and renovations projects with the West Virginia National Guard. Responsible for managing current projects through closeout within the next 24 months. Consults with CFMO technical staff in developing project definition of scope; plans, maintains and adjust project schedules; manages project through all phases; conducts contractual inspections to assure projects are constructed in accordance with cost estimates, specifications and time schedule. Serves as liaison with contractors, consultants, National Guard Bureau, U. S. Purchasing and Finance Office, State Purchasing Division and suppliers. Represents CFMO at public meetings, hearings, or discussions with public officials or other federal or state agencies. Prepares or oversees preparation of project status reports and records. Responsible for the review and approval of invoices for payment and change orders. Regular statewide travel is required. Work is performed in office and field settings with varying climate conditions and terrain. Performs related work as required.

EXAMPLES OF WORK PERFORMED

Consults with CFMO technical staff to develop project definition of scope; develops project management plan.

Reviews construction plans and specifications; assures timely completion of all technical reviews, permit applications, surveys and regulatory reviews.

Manages capital construction and other engineering projects through all phases; conducts regular meetings with contractors and consultants; resolves project issues.

Conducts preliminary, intermediate and final contractor inspections to ensure compliance with contract provisions, cost estimates and time schedules.

Prepares or oversees preparation of project status reports; maintains or oversees maintenance of all project records, documents and reports.

Serves as point of contact for contractors, consultants, federal and state regulatory agencies and CFMO technical staff.

Reviews and approves invoices for payment and change orders.

Assists with the preparation and reviews of complex plans and/or contracts for projects.

Assists in the writing of reports detailing recommendations, conclusions, and findings from inspections and reviews.

Reads professional journals and trade publications to gain knowledge of new technologies; assigns reading materials to subordinates.

Attends state and national meetings and seminars to improve and/or share engineering knowledge.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of construction project management; of the principles and practices of engineering; of construction costs, materials and time periods for project design and construction phases; and, of related federal and state occupational safety and environmental regulations.

Skill in the use of personal computer and software appropriate for the assigned duties and responsibilities.

Ability to read and interpret construction plans and drawings and construction project

contracts; to use computer based data-systems and office automation software; to communicate effectively with contractors, engineering personnel and public officials and the general public; to negotiate resolution of contract issues and conflicting project demands; to maintain or oversee the maintenance of required project records; to prepare or oversee preparation of required project reports; to establish and maintain effective working relationships with contractors, consultants, CFMO technical staff, federal and state officials and the general public.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree from a regionally accredited college or university with a major in Engineering; OR, Bachelor's degree from an ABET accredited college or university with a major in Civil, Electrical, Electrical Design, Mechanical or Mining Engineering Technology.

SUBSTITUTION: Experience as described below may substitute for the required training through an established formula.

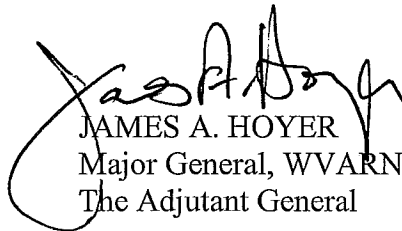
EXPERIENCE: Five years of paid experience in construction project management, engineering or commercial building construction, including two years involving interpretation of building schematics and blueprints, project cost estimates and contract compliance.

AREAS OF ASSIGNMENT:

Agricultural Engineering
Architectural Engineering
Chemical Engineering
Civil Engineering
Civil Technology Engineering
Electrical Design Engineering Technology
Electrical Engineering
Electrical Engineering Technology
Environmental Engineering
Geologic Engineering
Industrial Engineering
Mechanical Engineering
Mechanical Technology Engineering
Mining Engineering
Mining Technology Engineering
Petroleum Engineering
Photogrammetric Engineering
Public Health Engineering
Rehabilitation Engineering
Sanitary Engineering
Structural Engineering

SPECIAL REQUIREMENTS

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
4. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM **AT-WILL** MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General